



## **RADFORD CITY POLICE**

20 Robertson Street Radford, VA 24141  
540-731-3624 – [www.radford.va.us/police](http://www.radford.va.us/police)

*Patrol Operations Bureau*  
Phone – (540) 731-3624  
Fax – (540) 731-3620

*Criminal Investigations Bureau*  
Phone – (540) 731-3627  
Fax – (540) 639-0104



### *Complaint / Compliment Form*

**THE FILING OF A COMPLAINT OR COMPLIMENT INVOLVING A POLICE OFFICER WILL NOT HAVE ANY EFFECT ON ANY PENDING COURT PROCEEDINGS**

**THIS IS AN OFFICIAL POLICE DOCUMENT AND ANY FALSE STATEMENT MAY RESULT IN CRIMINAL CHARGES BEING FILED BY THE DEPARTMENT AND/OR CIVIL PROCEEDINGS BEING INITIATED BY THE OFFICER(S)**

1. IF YOU WISH TO FILE A COMPLAINT OR COMPLIMENT REGARDING THE ACTIONS OF A POLICE OFFICER, EMPLOYEE, OR ANY ASPECT OF POLICE OPERATIONS, PLEASE:
  - A. COME TO THE POLICE DEPARTMENT AND TELL ANY EMPLOYEE THAT YOU WANT TO FILE A COMPLAINT/COMPLIMENT; OR
  - B. CALL THE DEPARTMENT OF POLICE (540-731-3624) AND EXPLAIN TO THE SUPERVISOR ON-DUTY WHY YOU CANNOT APPEAR IN PERSON AND THE FORMS WILL BE MAILED TO YOU; OR
  - C. OBTAIN THE PROPER FORM FROM THE RADFORD DEPARTMENT OF POLICE AND MAIL THE COMPLETED FORM TO:

**Chief of Police  
Radford City Police Department  
20 Robertson Street  
Radford, VA 24141**

2. A SUPERVISORY OFFICER WILL ASSIST YOU COMPLETING THE FORM IF YOU SO DESIRE. THIS FORM ASKS YOU TO IDENTIFY YOURSELF AND GIVE SPECIFIC DETAILS ABOUT YOUR COMPLAINT/COMPLIMENT. YOUR COMPLAINT/COMPLIMENT CANNOT BE PROCESSED WITHOUT SUFFICIENT INFORMATION TO ALLOW AN INVESTIGATION TO BE INITIATED.
3. A POLICE OFFICIAL WILL THEN INVESTIGATE YOUR COMPLAINT OR DOCUMENT YOUR COMPLIMENT. YOU MAY BE CONTACTED BY THE INVESTIGATING OFFICER(S) OR SUPERVISOR AND ASKED ADDITIONAL QUESTIONS ABOUT YOUR COMPLAINT/COMPLIMENT.
4. IF THIS IS A COMPLAINT THE INVESTIGATION MAY BE INITIATED AFTER PENDING COURT DATES (IF APPROPRIATE) AT THE DISCRETION OF THE INVESTIGATING OFFICER(S). IF THE INVESTIGATION WILL REQUIRE AN EXTENDED PERIOD OF TIME, YOU WILL RECEIVE A LETTER DETAILING THE REASONS FOR THE DELAY.
5. WHEN THE INVESTIGATION OF THE COMPLAINT IS COMPLETED, THE CHIEF OF POLICE WILL REVIEW THE RESULTS OF THE INVESTIGATION, AFTER WHICH YOU WILL THEN RECEIVE A LETTER EXPLAINING THE STATUS OF YOUR COMPLAINT.

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